

Wisconsin Department of Public Instruction



Please join us for:

The Pre-Review Workshop Tour

A special training for all schools anticipating an Administrative Review in 2015-16

3:45 – 6:15 P.M.



Please register no later than the Friday prior to the session you plan to attend.

**Wednesday
November 4, 2015**

Dodgeville High School
912 West Chapel Street
Dodgeville, WI 53533

**Thursday
November 5, 2015**

Indian Community School
10405 West Saint Martins Road
Franklin, WI 53132



Please register no later than the Friday prior to the session you plan to attend.

**Monday
November 9, 2015**

Glenwood City School District
850 Maple Street
Glenwood City, WI 54013

**Tuesday
November 10, 2015**

Lac Courte Oreilles Ojibwa School
8575 North Trepania Rd
Hayward, WI 54843

**Wednesday
November 11, 2015**

Iola-Scandinavia High School
540 South Jackson Street
Iola, WI 54945

**Thursday
November 12, 2015**

Gibraltar School
3924 State Hwy 42
Fish Creek, WI 54212

This special Small Victories training is for any school or district expecting an administrative review (AR) of its school nutrition program during the 2015-16 school year. The training will be held in a fun, informal atmosphere and provide AR guidance to prepare participants for a stress free administrative review experience.

[Click Here to Register Now!](#)

Questions? Contact Loriann Knapton at 608-267-0363 or laura.paella@dpi.wi.gov

(See Agenda on reverse side)

Agenda



3:30 – 3:45 P.M. – Registration, Networking, and Welcome

3:45 – 4:15 P.M. – Introduction to the Administrative Review process

4:15 – 5:00 P.M. – Breakout

5:30 – 6:15 P.M. – Breakout

6:15 – 6:30 P.M. – School nutrition staff will be available to answer questions

Introduction to the Administrative Review Process

An overview of what to expect during the Administrative Review before, during, and after the onsite visit, as well as a summary of general areas the review consultant will be assessing as part of the process.

Breakout – Meal Pattern and Nutritional Quality (session is repeated)

Serving meals to students is what school nutrition programs are all about. Section 3 of the AR evaluates those meals for compliance with component requirements and nutrition standards. This process involves reviewing food production documentation and observing meal preparation and service. This session will overview that process and explain the types of documentation schools should prepare for this section of the review.

Breakout – Meal Access and Reimbursement (session is repeated)

Providing free and reduced meal benefits to eligible children along with submitting accurate reimbursement claims is a critical part of operating the school nutrition program. The AR process requires the state agency to assess each of these areas of the school nutrition program to ensure schools are in compliance with USDA regulations under Performance Standard 1. This session will cover each of these review topics and provide guidance for schools in preparing for this portion of the review process.

Staff with responsibilities for menu planning, certification and benefit issuance, verification, and meals claiming are strongly encouraged to attend this workshop.

Note: Because of changes in USDA regulations, this SV session does not include a meal.

Small Victories Courses count as Continuing Education Credits (CEUs) and Specialized Training Hours (STH) for USDA professional standards and School Nutrition Association (SNA) certification.



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